



**Frederick County Division of Solid Waste & Recycling  
Outreach Program Request Form**

**Contact: Paul Varga, Communications Manager**  
9031 Reichs Ford Road, Frederick, MD 21704  
Phone: 301-600-3041  
Email: [PVarga@FrederickCountyMD.gov](mailto:PVarga@FrederickCountyMD.gov)

***\*\*Please email completed form at least three weeks in advance of the program being requested.\*\****

<b>Request for Program, Display, Speaker or Participation in an Event</b>	
<b>Organization Information</b>	<p>Name of Organization:</p> <p>Please tell us about your organization:</p>
<b>Event Information</b>	<p><b>Date:</b>      <b>Start Time:</b>      <b>End Time:</b> <b>Location:</b></p> <p>This Event is A: <input type="checkbox"/> Special event. <input type="checkbox"/> Part of a Regular Meeting</p> <p>Does the event have sponsors? If so, please list:</p> <p>What age group will be attending this event (<i>Check all that apply</i>)</p> <p><input type="checkbox"/> Under 5 <input type="checkbox"/> 5-10 <input type="checkbox"/> 10-15 <input type="checkbox"/> 16-24 <input type="checkbox"/> 25-64 <input type="checkbox"/> 65+</p> <p>Will this event feature any accommodations that you would like us to know about? (I.E; Sign Language interpretation, visual, sensory, etc.)? If so please specify:</p> <p><b>Point of Contact for Event:</b></p> <p><b>Name:</b></p> <p><b>Title:</b></p> <p><b>Best Number Day of Event:</b></p>
<b>Type of Service Requested</b> (check all that apply):	<p><input type="checkbox"/> Display/Booth</p> <p><input type="checkbox"/> Speaking engagement, at host's site</p> <p><input type="checkbox"/> Tour of DSWM Facilities (at landfill and transfer station site). <i>For tours: We can only provide a vehicle to accommodate 13 people. Larger groups will need to provide their own bus.</i></p> <p><input type="checkbox"/> Demonstration/Hands-on Activity (generally for smaller groups)</p> <p><input type="checkbox"/> Youth Program</p> <p><input type="checkbox"/> Other – specify:</p>

<p><b>Topic Requested</b> (check all that apply):</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Residential/individual efforts</li> <li><input type="checkbox"/> Organizational/workplace efforts</li> <li><input type="checkbox"/> Waste Management in Frederick County (history and current programs &amp; services)</li> <li><input type="checkbox"/> How Recycling Works (the big picture, from curb to marketplace)</li> <li><input type="checkbox"/> Plastics 101 (a deep dive into the most complex category of recyclable material)</li> <li><input type="checkbox"/> How &amp; Why to Reduce and Reuse</li> <li><input type="checkbox"/> Reducing Food Waste</li> <li><input type="checkbox"/> Composting</li> <li><input type="checkbox"/> Paper Recycling/ Making Paper Lab Activity</li> <li><input type="checkbox"/> Other interests– please specify:</li> </ul>
<p><b>Estimated Numbers Attending Event:</b> (if known):</p>	<p>Youth (18 and under):</p> <p>Adults (18-65):</p> <p>Seniors (65+):</p> <p>Pertinent Info:</p>

## Event Logistical Details

<b>Event Logistics:</b>	<p>Event Host Will Provide the Following (Check all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Audio visual equipment (projector, speakers, laptop, etc.)</li> <li><input type="checkbox"/> Viewing screen/surface</li> <li><input type="checkbox"/> Electric outlets, extension cords</li> <li><input type="checkbox"/> Tables</li> <li><input type="checkbox"/> Tablecloths</li> <li><input type="checkbox"/> Chairs</li> <li><input type="checkbox"/> Other – please specify: _____</li> </ul> <p>Will the event require any masking or other preventive health measures? (If so, specify): _____</p> <p>Requested Set Up Time: _____      Requested Set Up Date (If Different than Event Date): _____</p> <p>Reserved Parking?: _____</p> <p>Additional Set-Up Information: _____</p>
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<b>Materials Requested From the Office of Recycling:</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Loan of event recycling containers (<b><i>separate reservation form required!</i></b>)</li><li><input type="checkbox"/> Compost bins for sale (\$25 each, payable by check only, made out to Frederick County Treasurer)</li><li><input type="checkbox"/> Business recycling poster (up to 5 copies)</li><li><input type="checkbox"/> "Show &amp; Tell" samples of recyclable/non recyclable materials</li><li><input type="checkbox"/> Other – please specify:</li></ul>
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